

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C-1. Statement Of Work:

1. BACKGROUND

The Department of Energy established the Portsmouth/Paducah Project Office (PPPO) office as part of an effort to better oversee and serve the Portsmouth and Paducah Gaseous Diffusion Plants (GDP) in completing the cleanup mission at those sites. PPPO is responsible for Environmental Management, DOE-Retained Facilities, Decontamination and Decommissioning (D&D), Surveillance and Maintenance (S&M), Nuclear Criticality Safety (NCS), Construction Project Management, Economic Development, and Infrastructure and Landlord activities at the Paducah and Portsmouth sites. This includes writing procedures, reviewing contractor plans, conducting independent analyses, reviews, appraisals and assessments, and assisting in the preparation of formal response to the above mentioned, to include external audits and assessments. Additionally this responsibility extends to the managerial oversight of program/project management and control elements including associated functions such as regulatory compliance, budgeting and tracking; , and ensuring environmental, health and safety compliance.

2. TECHNICAL AND ADMINISTRATIVE REQUIREMENTS

The contractor shall provide technical and administrative support to the Portsmouth/Paducah Project Office. The contractor is expected to have personnel physically located at each of the PPPO offices (Lexington, KY; Paducah, KY; Portsmouth, OH) as ordered to support the aforementioned activities. Contractor personnel will be required to routinely and/or periodically travel between sites regardless of where their office is physically located.

The contractor shall provide personnel with the expertise necessary to perform the services identified in the Statement of Work and as ordered by the Contracting Officer. Section B identifies Labor Categories under which the expertise is required to be encompassed.

3. PERFORMANCE REQUIREMENTS

The contractor shall perform the following tasks to support requirements at the PPPO.

3.1 Project Controls and Baseline Support

- Review of DOE contractors' documents, (including baseline submittals, baseline change proposals, schedules, cost performance, earned value, etc.), plans, reports, invoices and correspondence for technical/regulatory accuracy, and make recommendations to DOE on the above.
- Assist in the preparation and review of responses to external audits and/or assessments, and review documents/performance related to

regulatory compliance with DOE Orders, any other orders and/or decrees, regulations and/or statutes.

- Providing assistance in support of DOE's oversight of budgeting, scheduling, and tracking project status related to the Environmental Management (EM) Program elements including, but not limited to, Environmental Safety and Health (ES&H).
- Provide support for baseline management which includes, but is not limited to, identifying contractor carryover, unobligated balances, variances, earned value, and performance measurement.

3.2 Quality Assurance

- Assist with drafting and updating contractor and PPPO quality assurance documents such as PPPO plans and procedures.
- Provide quality assurance program support, not limited to: reviewing application of DOE directives as they relate to the PPPO functions, responsibilities and authorities; advising and making recommendations to PPPO federal staff on implementation of DOE directives; attend and provide assistance in management assessments; and supporting PPPO with independent or external assessments.
- Perform assistance to DOE in the oversight of DOE contractor programs to ensure quality process requirements exist and are implemented for the control of suspect/counterfeit items (S/CIs), safety issue corrective actions, and safety software quality assurance.
- Assist in the quality assurance of the large declassification review program and review documents for declassifying documents and/or buildings in relation to decontamination and decommissioning (D&D) and/or remediation work.
- Provide support to DOE in reviews of DOE contractors' design and construction packages for technical content and overall project performance efficacy.

3.3 Regulatory Compliance

- Review of and provide a recommendation regarding DOE contractors' technical documents and/or assist in performing evaluations on various Environmental Management methods/technologies, and regulatory agencies' or DOE-required documents for programs and projects under the oversight of the PPPO. These documents, evaluations, and technology demonstrations include a broad array of requirements pursuant to, but not limited to Resource Conservation and Recovery Act (RCRA); Comprehensive Environmental Response and Liability Act (CERCLA); National Environmental Policy Act (NEPA); North American Electric Reliability Council (NERC); Federal Energy

Regulatory Commission (FERC); and other environmental, health and safety mandates.

- Provide oversight support for regulatory compliance.
- Assist in the development of reports and correspondence and/or make recommendations that analyze the degree of compliance with requirements such as RCRA, CERCLA, NEPA, NERC, and FERC.
- Provide the resources to support environmental compliance oversight of the DOE facilities through surveillance and walk-through activities on a routine and on-going basis. This effort will include all DOE-owned and contractor leased and/or operated facilities and those facilities being prepared for the Decontamination and Decommissioning (D&D) or Surveillance and Maintenance (S&M) process. The contractor shall support DOE's reviews and evaluations of reporting activities which include, but are not limited to, Fire Hazard Analysis (FHAs), hazard identification, and inspections (i.e. OSHA, RCRA Part B Permitted Facilities, and Operations).
- Assist in the preparation and review of responses to external audits, assessments, and regulatory compliance as they relate to the above bullets.
- Provide geology/hydrology technical expertise support to PPPO on such matters as TCE Degradation projects.

3.4 Environmental Safety & Health (ES&H)

- Review independent analyses, appraisals and assessments and provide recommendations to DOE on issues related to, but not limited to, Safety and Health, Radiological Protection, Environmental Protection, Environmental Restoration, Waste Management, Criticality Safety, and Construction Safety.
- Provide the resources to support training efforts related to environmental, health, safety and other pertinent areas of environmental restoration and waste management operations.
- Provide assistance in tracking and trending ES&H related information.

3.5 Waste Management & Transportation

- Provide technical expertise to support DOE on issues regarding low-level waste shipments, waste transportation, and other waste management matters.

3.6 Project/Program Management Support

- Provide the resources to coordinate and manage a broad variety of technical support to the PPPO through a single, point-of-contact Senior Project Manager, who shall also have technical expertise and provide technical support services.

- Review analyses, reviews, appraisals and assessments and provide recommendations to PPPO.
- Provide support (such as attendance, preparation of documents, information gathering, etc.) to DOE for various meetings (including public and regulator meetings) regarding program and projects under the oversight of the PPPO.
- Provide a wide range of subject matter experts on an as needed basis (as ordered) with the appropriate expertise relating to the management of projects under the responsibility of the PPPO for pre-design, design, and/or construction work.
- The personnel in the Labor Categories identified in Section B (overall) should also have the abilities and background expertise to provide the following types of services, which include, but are not limited to, development of project strategy, design review relating to cost and time consequences, value management, budgeting, cost estimating, scheduling, monitoring of cost and schedule trends, procurement, observation to ensure that workmanship and materials comply with plans and specifications, contract administration, labor relations, construction/surveillance and maintenance methodologies and coordination, and other management efforts related to the acquisition /oversight of construction and/or surveillance and maintenance activities.
- Provide support to PPPO in lease termination and lease turnover planning and implementation and verifying that lease turnover requirements have been met.

3.7 Decontamination and Decommissioning (D&D)

- Provide support and assistance for PPPO's oversight of decontamination and decommissioning including, but not limited to, providing D&D regulatory strategy, facility dismantlement and decommissioning options, applicable or relevant and appropriate requirements (ARARs) interpretation, overall D&D approach and its effect on infrastructure, waste management, safety envelope, and disposal options.
- Provide technical review support of draft D&D documents in support of critical decision milestones.
- Review independent analyses, reviews, appraisals and assessments providing recommendations to PPPO on nuclear criticality safety issues.

3.8 Surveillance and Maintenance (S&M)

- Provide support to PPPO for the oversight of surveillance and maintenance activities, which include but are not limited to, providing S&M regulatory strategies, facility surveillance and maintenance options, applicable or relevant and appropriate requirements (ARARs) interpretation, overall S&M approach and its effect on infrastructure, waste management, safety envelope, and future disposal options.
- Provide technical review of draft S&M documents in support of critical decision milestones.
- Review independent analyses, reviews, appraisals and assessments and provide recommendations to DOE on nuclear criticality safety issues.

3.9 Administrative Support (Support is expected to be provided by temporary or other personnel when regularly assigned personnel (as identified in Section B) are unavailable.)

- Provide clerical and program analyst support to the PPPO. Support is required to be provided to PPPO staff at all PPPO offices. Duties will include, but may not be limited to:
 - General administrative support including telephone reception, typing and preparation of documents in a variety of word processing, presentation and/or spreadsheet software, copying, and security escort assistance;
 - Records and document management including organizing, managing and maintaining files (including master filing systems), filing, mail distribution, perform record searches in assisting DOE in responding to discovery requests, Freedom of Information Act requests, and similar requests including compilation and reproduction of documents,
 - Meeting support for various types of meetings (including public and regulator meetings) regarding program and projects under the oversight of the PPPO including making arrangements and taking meeting minutes.